

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Personnel
5 E 56 HQ

EXTENSION

6825

NO.

DATE

13 MAR 1973

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Administrative Officer, DCI
7 E 31 HQ

3/13

120

Attached is a guideline for the sequence of events in accomplishing a reduction in personnel under [REDACTED]. Mr. Colby asked that this be distributed to all Deputies and Heads of Independent Offices. I am available to answer any questions that may arise after you have reviewed the attachment.

STATINTL

HBF

Harry B. Fisher
Director of Personnel

MORI/CDF

Sequence of Events
Reduction in Personnel
Under

STATINTL

1. Director's memorandum dated 5 March 1973 instructs Deputies and Heads of Independent Offices to identify employees who are excess to current and anticipated manpower requirements and to declare these employees excess to the Director of Personnel.

2. Each Deputy has sent a memorandum to his office heads requesting that they evaluate all employees to identify those who, on basis of performance, nature of service, qualifications, and grade, are excess to current and anticipated manpower requirements. Office heads will forward the list of identified employees to the Deputy Director for his review.

3. Office heads using their own evaluative procedures identify those who are excess and forward to the Deputy Director.

4. Deputies review with office heads and after considering reductions in grade where such action is appropriate, approve a final list of personnel who are excess.

5. Individuals are told by senior official(s) that they are being declared excess. Reason given to individuals should be about as follows:

DCI has so ordered and that they as compared to their peer group are least essential to meet current and anticipated manpower requirements. Stay with the language and intent of and do not get into specifics of poor performance.

STATINTL

~~ADMINISTRATIVE — INTERNAL USE ONLY~~
~~ADMINISTRATIVE — INTERNAL USE ONLY~~

6. During the discussion with a senior official, an employee may agree to voluntarily retire. This will be considered a satisfactory resolution of a case.

7. Deputy then declares the employee excess and notifies him in writing of such action. The Director of Personnel will provide standard formats for these declarations.

8. Deputy also notifies the Director of Personnel in writing that he has declared the employee excess (standard format).

9. The Director of Personnel shall review each case with a view towards placing the individual elsewhere in the Agency at the same or lower grade. The individual shall be interviewed by the Director of Personnel's representative as part of this review. If the employee agrees to voluntarily retire during this review, the case will be considered satisfactorily resolved.

10. Each Directorate will nominate a representative with whom the Director of Personnel may discuss possible placement of an employee from another Directorate. All component heads within a Directorate will advise their representative of positions that may be filled by employees from other Directorates.

11. Concurrently, the Director of Personnel will notify the individual in writing of his right to submit within ten days a request to be heard orally by a representative of the Director of Personnel or to state in writing to the

Director of Personnel why he should not be declared excess.

12. If the Director of Personnel is unable to assign elsewhere in the Agency, he shall recommend to the DCI that he

- a. declare the employee surplus to the Agency;
- b. terminate his employment utilizing his authority under section 102(c) of the National Security Act, as amended, and
- c. establish the effective date of such termination.

13. Concurrently, the Director of Personnel shall notify the employee in writing of this action and of the employee's right to present to the DCI within 10 days any information in writing concerning why his employment should not be terminated.

14. The Director of Personnel's recommendation and the employee's appeal will be referred to the Inspector General, who shall consider them and forward his own recommendation to the DCI.

15. The DCI will declare the employee surplus and terminate his employment pursuant to section 102(c) of the National Security Act and establish the effective date of such termination. Such effective date shall not be less than 30 days after the DCI's determination date. The DCI also may disapprove in whole or in part the recommendation of the Director of Personnel.

16. Finally, the Director of Personnel shall notify the employee in writing of the decision of the DCI.

UNCLASSIFIED

(DATE)

MEMORANDUM FOR: Mr. _____

SUBJECT : Notification of Declaration As Excess STATINTL

In accordance with paragraph b.(1) of I hereby inform you that under the authority of that paragraph, I have today declared you excess to the manpower requirements of this Directorate.

Deputy Director for _____

UNCLASSIFIED

(Date)

MEMORANDUM FOR: Director of Personnel

SUBJECT : Declaration of Excess - Mr. _____

STATINTL

In accordance with paragraph b.(2) of I forward herewith my declaration of _____ (date) _____ that Mr. _____ is excess to the manpower requirements of this Directorate.

Deputy Director for _____

UNCLASSIFIED

(Date)

Declaration as Excess

STATINTL

In accordance with paragraph b.(1) of and taking into consideration the current and anticipated manpower requirements of this Directorate, as well as the performance, nature of service, qualifications and grade of Mr. _____, I hereby determine that Mr. _____ is excess to the manpower requirements of this Directorate and I so declare him as excess.

Deputy Director for _____